

AW

From: Anne Wickham anne@pbcelections.org
Subject: Re: Public Records Request (FL-PALMBEACH-19-0639)
Date: August 29, 2019 at 3:38 PM
To: American Oversight Records records@americanoversight.org

Good afternoon, Katie;

We have completed our research for public records #R006. Our office conducted a search both digitally and physically for:

All communications (including emails, email attachments, text messages, calendar invitations/entries, letters, memoranda, or other communications) received from Director of Elections Maria Matthews in the form of directives, guidance, advisories, or instructions to Palm Beach County election officials regarding voter roll maintenance or offering voter roll maintenance leads, and any records reflecting maintenance actions taken as a result.

As requested, our search included records from November 9, 2016 to August 23, 2019. We have found no records related to the requested search parameters. This completes our processing of request #R006.

If you have any questions, please feel free to contact our office.

Respectfully,

Anne Wickham

Executive Assistant/Project Manager
Palm Beach County Supervisor of Elections
Phone: (561) 656-6261
Fax:(561) 656-6230

Email: anne@pbcelections.org



Palm Beach County Supervisor of Elections

240 South Military Trail, West Palm Beach, FL 33415

Telephone: 561.656.6200 | Fax Number: 561.656.6287

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On Tue, Jul 30, 2019 at 9:34 AM American Oversight Records <records@americanoversight.org> wrote:
Hi Anne,

Thanks very much. I will get our payment sent shortly.

Thanks again for all your assistance.

Best,
Katie

Katherine M. Anthony
Counsel
American Oversight
katherine.anthony@americanoversight.org | 202.897.3918
www.americanoversight.org | @weareoversight

On Jul 26, 2019, at 9:14 AM, Anne Wickham <anne@pbcelections.org> wrote:

Good morning, Katie,

I have attached confirmation from our IT department that we add the file to our records management system.

I have received confirmation from our IT department that we can add the five team leaders in voter services to your scan request for documents and emails at no additional cost. I have attached an invoice for your convenience. Once payment is received, we will proceed with the data scan/collection process.

Respectfully,

Anne Wickham

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On Tue, Jul 23, 2019 at 2:20 PM American Oversight Records <records@americanoversight.org> wrote:
Thank you, Anne! I appreciate your assistance!

Katherine M. Anthony
Counsel
American Oversight
katherine.anthony@americanoversight.org | 202.897.3918
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On Jul 19, 2019, at 12:11 PM, Anne Wickham <anne@pbcelections.org> wrote:

Hello Katie,

I have sent a request to our IT Department to re-assess the fees as necessary. We have five team leaders in voter services. I will notify you once I get the information.

Best,

Anne Wickham

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On Mon, Jul 15, 2019 at 5:00 PM American Oversight Records <records@americanoversight.org> wrote:
Hi Anne,

Apologies for my delayed response - I was on vacation last week and am catching up on emails. Unless you have reason to believe they would be highly unlikely to have relevant records, I think we would be interested in including team leaders in the Voter Services department in the search. When you have a chance, can you please let me know how many additional people that would add, and how it would affect the quote?

Thank you for all your assistance on this request.

Best,
Katie

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On Jul 5, 2019, at 11:12 AM, Anne Wickham <anne@pbcelections.org> wrote:

Good morning, Katie;

Thank you for your follow-up. The 3 hours @ 87.10 per hour fee quoted (\$261.30) involves scanning emails and electronic files of our administration team (past and present), our Elections Director Sean Williams and our IT Director as this request relates to communications and directives from Director of Elections Maria Matthews with regards to voter roll maintenance. If you would like me to add our Business Affairs Dept or team leaders in our Voter Services, please advise so that I may adjust our quote to include these team members as well.

Respectfully,

Anne Wickham

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Email: anne@pbcelections.org



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On Fri, Jun 14, 2019 at 1:31 PM American Oversight Records <records@americanoversight.org> wrote:
Hi Anne,

Thank you, and apologies for my delayed response. In connection with a request on a similar topic, one of my colleagues was recently able to work with the county to identify a subset of personnel to search for responsive records, in order to reduce the volume that would need to be searched and reviewed. In that case, we received a staff listing from the county - now that we have that information, we would be happy to narrow down this request, as well, if that would be helpful, and if it would reduce the time and cost involved with processing this request.

If so, based on the staff listing copied below, we would propose limiting the search to the people under the ADMINISTRATION header the two business affairs employees and only the managers (not the other employees) for each

ADMINISTRATIVE HEADERS, THE TWO BUSINESSES SHARE EMPLOYEES, AND ONLY ONE MANAGER (NOT THE OTHER EMPLOYEES) FOR EACH OF THE OFFICES UNDER VOTER SERVICES. THERE IS NOT A MANAGER IDENTIFIED IN THE ELECTION SPECIALIST LIST. IF THERE IS A LEAD, SUPERVISOR, OR SOMEONE ELSE IN A SIMILAR ROLE TO WHOM THOSE PEOPLE REPORT, WE WOULD LIKE TO INCLUDE THAT PERSON.

Please let me know if narrowing the request in this way would be helpful to reduce the time and cost involved in the scan and collection, and if so, if you could provide an updated cost estimate, that would be very helpful. I appreciate your assistance.

Best,
Katie

Katherine M. Anthony
Counsel*
American Oversight
katherine.anthony@americanoversight.org | 202.897.3918
www.americanoversight.org | @weareoversight

*Admitted in Massachusetts. Practice supervised by members of the D.C. Bar while application for D.C. Bar membership is pending.

Staff Listing provided to my colleague in connection with another records request:

ADMINISTRATION

Wendy Sartory Link Supervisor of Elections, Jan. 2019 (Susan Bucher)
Robin Rorapaugh Chief Deputy, Feb. 2018 (Charmaine Kelly)
Anne Wickham Executive Assistant, Jan. 2019 (Samantha Wyman, Erin Landowski)
Alison Leitheuser PIO, Strategic Initiatives, Jan. 2019 (Samantha Wyman, Erin Landowski)

Business Affairs

Mark Tatoul
James Sterrett

VOTER SERVICES

Election Specialist:

Alexia Goods
Amber Sacks
Anitha Emmanuel
Aracelis Andino
Chris Doucakis
Debi Mackey
Jackie Moses
Jared Joyner
Jashawn Anderson
Joycelyn Johnson
Laurence Brown
Marion Sallenbach
Megan Paikai
Natalie Castaneda
Natasha Alexis
Rachel West
Rebecca Berryhill
Rico Louis
Linda Johnson
Belinda Morrell
Lourdes Stacey
Marie Damilus
Carmen Canales
Cary Zayas

Vote By Mail Department

Sean Williams, Manager
Christopher Foon
George John
Mark Malone
Nichole Carson
Rashard Rogers
Walter Pagan

Poll Worker Department

Kathryn Curvino, Manager
Julia Adams
Kate Bixby
Kim Raynor

Yahaira Laureano

IT Department

Jeff Darter, Manager
Ed Sacerio
Jodi Bradley
Jovani Agosto

SOE Service Center (Election equipment, logistics and storage)

Hector Lugo, Manager Jan. 2019 (Tony Enos)
Brandon Brown
Bryan Baine
Devante Hargrove
Jay Estabrooke
Marcos Arrebato

On Jun 11, 2019, at 4:18 PM, Anne Wickham <anne@pbcelections.org> wrote:

Good afternoon, Katie;

Your records request relates to all communications received from Director of Elections Maria Matthews regarding voter roll maintenance, leads and any records reflecting maintenance actions taken as a result dating from November 9, 2016 to the date of the search. This will require a scan search of all email communications and electronic files. Per my IT department, the scan and collection will take approximately 3 hours @ \$87.10 per hour.

If you have any questions, please feel free to contact me.

Respectfully,

Anne Wickham

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On Mon, Jun 10, 2019 at 4:30 PM American Oversight Records <records@americanoversight.org> wrote:

Dear Anne,

Thank you for your message. To help us evaluate this cost, can you please let us know how the figure was calculated? For instance:

- Whether the cost is based on volume, time/resources, etc.?
- If it is based on volume, could you let us know the volume of emails and documents?
- Or if it is based on time, then the number of hours anticipated, cost per hour, and how the hourly cost is calculated (e.g., if it is labor only, or if other components are included)?

Thanks very much for your assistance.

Best

Katie

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On Jun 7, 2019, at 6:27 PM, Anne Wickham <anne@pbcelections.org> wrote:

Good evening, Clay;

The cost associated to scan emails and documents for all communications received from Director of Elections Maria Matthews related to voter roll maintenance will be \$261.30.

Please let me know if you would like us to proceed.

Respectfully,

Anne Wickham

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On Thu, May 30, 2019 at 8:47 AM Anne Wickham <anne@pbcelections.org> wrote:
Good morning, Clay;

Your public records request has been received and is currently being reviewed.

Respectfully,

Anne Wickham

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Email: anne@pbcelections.org



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PLEASE NOTE: Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. Florida Statute 668.6076

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<R006 - Invoice.pdf>

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